

Initial Certification File Contents Checklist

(THIS FORM IS USED TO REVIEW THE FIRST CERTIFICATION ON THE FAMILY)

INSERT DATE OR X TO COMPLETE

(R) = Right hand side (L) = Left hand side

Application _____ (R)

Application Status Letter _____ (R)

Interview Letter _____ (R)

Authorization for the Release of Information/Privacy Act Notice (HUD-9886) _____ (R)

Personal Declaration _____ (R)

(Signed by all family members over the age of 18)

Citizenship 214 Forms _____ (L)

(For all family members)

Colorado Bureau of Investigation Verification _____ (L)

Copies of Social Security Cards _____ (L)

(For all family member over the age of six)

Application Selection Criteria Verification _____ (L)

Income/Asset/Expense Verification Documentation _____ (R)

Utility Allowance Worksheet – (HUD 52667) _____ (R)

Briefing Packet Lead-Based Paint Acknowledgment _____ (R)

Voucher – Housing Choice Voucher Program (HUD 52646) _____ (R)

Request For Tenancy Approval (HUD52517) _____ (R)

(Cross check with utility allowance worksheet to ensure utility breakdown is correct)

HQS Inspection Date Passed: _____ (R)

(Cross check to ensure that the HQS passed before the lease effective date)

Lead Based Paint Landlord Disclosure Form _____ (R)

Rent Reasonableness _____ (R)

Lease Effective Date: _____ (R)

Tenancy Addendum (HUD 52641-A) _____ (R)

Housing Assistance Payments Contract (HUD 52641) Effective Date: _____ (R)

(Cross check date of contract and lease)

Applicant/Tenant Certification _____ (R)

Family Report (50058) _____ (R)

Gross Family Income reported on 50058 _____

(Cross check with CUB system)

HAP Payment Register _____ (R)

W-9 for Landlord /W-9 for Tenant (if needed) _____ (W-9 Notebook) / _____ (L)

File Contents Check List _____ (R)

INITIAL PARTICIPATION EFFECTIVE DATE _____

Landlord Telephone Number: _____ Participant Telephone Number: _____

Annual Certification
File Contents Checklist – No Move

(THIS FORM IS USED TO CHECK YEARLY CERTIFICATION, AND THE FAMILY HAS STAYED IN PLACE)

INSERT DATE OR X TO COMPLETE

(R) = Right hand side (L) = Left hand side

Notice of Annual Certification Letter (Including HQS Inspection Date) _____ (R)

Authorization for the Release of Information/Privacy Act Notice (HUD-9886) _____ (R)

Personal Declaration _____ (R)

(Check Personal Declaration against prior, to detect changes in household composition or income)

Citizenship 214 Forms _____ (L)

(Applicable when anybody joins family)

Colorado Bureau of Investigation Verification _____ (L)

(Applicable when new family member 18 + years joins family)

Social Security Card Copies _____ (L)

(Applicable when new family member 6 + years joins family)

HQS Inspection Form _____ (R)

Date Passed Prior Inspection _____ Date Passed Inspection _____

Landlord Rent Increase Request (If Requested) _____ (R)

Rent Reasonableness (If Rent Increase Authorized) _____ (R)

Income Verification Documentation _____ (R)

(Third party verifications?)

Asset Verification Documentation _____ (R)

Expense Verification Documentation _____ (R)

Rent Change Letter to Tenant _____ (R)

Contract/Lease Amendment _____ (R)

Effective Date _____

Tenant Certification _____ (R)

Family Report (50058) _____ (R)

Gross Family Income reported on 50058 _____

(Cross check with CUB system)

HAP Register _____ (R)

File Contents Check List _____ (R)

NOTES:

ANNUAL CERTIFICATION EFFECTIVE DATE _____

Annual Certification
File Contents Checklist – With Move
(THIS FORM IS USED TO CHECK YEARLY CERTIFICATION AND THE FAMILY MOVED)

INSERT DATE OR X TO COMPLETE

(R) = Right hand side (L) = Left hand side

Notice of Annual Certification Letter (Including HQS Inspection Date) _____ (R)

Authorization for the Release of Information/Privacy Act Notice (HUD-9886) _____ (R)

Personal Declaration _____ (R)

(Signed by all family members over the age of 18)

Citizenship 214 Forms _____ (L)

(Applicable when anybody joins family)

Colorado Bureau of Investigation Verification _____ (L)

(Applicable when new family member 18 + years joins family)

Social Security Card Copies _____ (L)

(Applicable when new family member 6 + years joins family)

Income/Asset/Expense Verification Documentation _____ (R)

Housing Voucher Copy (HUD 52646) _____ (R)

Request For Tenancy Approval (HUD 52517) _____ (R)

(Cross check with utility allowance worksheet to ensure utility breakdown is correct)

HQS Inspection Form _____ (R)

(Cross check to ensure that the HQS passed before the lease effective date)

Date Passed: _____

Lead Based Paint Landlord Disclosure Form _____ (R)

Rent Reasonableness _____ (R)

Utility Allowance Worksheet (HUD 52667) _____ (R)

Lease Effective Date: _____ (R)

Tenancy Addendum (HUD 52641-A) _____ (R)

Housing Assistance Payments Contract (HUD 52641) Effective Date: _____ (R)

(Cross check date of contract and lease)

Tenant Certification _____ (R)

Family Report (50058) _____ (R)

Gross Family Income reported on 50058

(Cross check with CUB system)

HAP Payment Register _____ (R)

W-9 for Landlord /W-9 for Tenant (if needed) _____ (W-9 Notebook) / _____ (L)

File Contents Check List _____ (R)

ANNUAL CERTIFICATION WITH MOVE EFFECTIVE DATE: _____

DATE LAST ANNUAL CERTIFICATION: _____

Landlord Telephone Number: _____ Participant Telephone Number: _____

Interim Certification
File Contents Checklist – Includes Other Change of Unit
(THIS FORM IS USED WHEN A CERTIFICATION IS DONE BETWEEN ANNUALS)

INSERT DATE OR X TO COMPLETE

(R) = Right hand side (L) = Left hand side

Authorization for the Release of Information/Privacy Act Notice (HUD-9886)	_____ (R)
Personal Declaration (Check Personal Declaration against prior to detect changes in household composition or income)	_____ (R)
Verification Documentation of Item(s) That Changed	_____ (R)
_____ * Income	_____ * Rent Increase (After First Term)
_____ * Family Composition	_____ * Move
_____ * Other	
Citizenship 214 Forms (Applicable when anybody joins family)	_____ (L)
Colorado Bureau of Investigation Verification (Applicable when new family member 18 + years joins family)	_____ (L)
Social Security Card Copies (Applicable when new family member 6 + years joins family)	_____ (L)
HQS Inspection Form (If Applicable)	_____ (R)
Date Passed Inspection: _____	
Rent Reasonableness (If Applicable)	_____ (R)
Rent Change Letter to Tenant/Owner	_____ (R)
Contract and Lease Amendment	_____ (R)
Date Effective : _____	
Tenant Certification	_____ (R)
Family Report (50058)	_____ (R)
Gross Family Income reported on 50058 (Cross check with CUB system)	_____
HAP Register	_____ (R)
File Contents Check List	_____ (R)

NOTES:

INTERIM CERTIFICATION EFFECTIVE DATE: _____